



TEXAS JUVENILE JUSTICE DEPARTMENT

Supplemental Letter for Fiscal Year 2016 Semi-Annual HUB Report for Agency 644

The Texas Juvenile Justice Department (TJJD) recognizes the importance of the Historically Underutilized Business (HUB) Program. TJJD is committed to providing the maximum opportunity to Historically Under Utilized Business through a good faith effort of effectively promoting economic opportunities to HUB businesses. TJJD is pleased to report the following activities that demonstrate our good faith effort for the period September 1, 2015 – February 28, 2016:

- Active member of the *HUB Discussion Workgroup* and *SACC/Purchasing Subcommittee*, actively participating in the ongoing monthly meetings, gaining knowledge of HUB rules, following pending legislative changes, HUB events, and facilitating dissemination HUB information designed to increase HUB opportunity and participation.
- Participated as an exhibitor in the Texas Association of African American Chambers of Commerce Annual Convention held September 25, 2015, making contact with HUB vendors and providing them with information on how to do business with TJJD.
- Participated as an exhibitor at the Department of Public Safety's Hub Vendor Fair held on October 13, 2015. Made contact with 20 HUB vendors providing them with information on how to do business with TJJD.
- Participated as an exhibitor at the 2015 SMWVBO Bexar County Business Conference. Made contact with 45 HUB vendors, providing them with information on how to do business with TJJD and other state agencies.
- Participated as an exhibitor at the Greater Austin Asian Chamber of Commerce Connect Forum held on January 27, 2016, making contact with HUB vendors and providing them information on how to do business with TJJD. This is the first time the agency has attended an event with this chamber group since the agency was formed.
- Participated as an exhibitor at the 15th Annual Teachers Retirement System Purchasing & HUB Connection Networking Forum. Made contact with 20 HUB vendors and provided them with information on how to do business with TJJD and how to become Hub certified.
- The agency also hosted 3 In-House vendor presentations with HUB Vendors Fastenal, Caprice Productions and Elumicor. The vendors were invited to provide a brief presentation to procurement, contract and key agency personnel about their goods and services.
- The agency continues to maintain their co-sponsorship of the Mentor/protégé agreement with W.W.Grainger and Bullchase.
- The agency continues to assist in the development of a HUB reporting tools in CAPPS that will allow more accurate tracking and reporting of HUB information for quarterly, semi-annual and annual reporting.
- The Agency prepares and distributes information on procurement procedures to HUBs in a manner that encourages participation in state contracts by all businesses (TAC, Title 34, Part 1, Subchapter B, rule 20.13).
- Meets with and provides direct, hands on, guidance to interested HUBs seeking information regarding opportunities with TJJD. For HUBs wanting additional assistance, we provide one-on-one information sessions related to participation in other statewide opportunities for HUB businesses.

The Texas Juvenile Justice Department supports the State of Texas HUB Program and will continue to be proactive in increasing HUB participation through good faith efforts. Should questions arise relating to this information, please contact Kenneth I. Ming, CPPB, CTCM, CTPM, Business Operations and Contracts at (512) 490-7261 or email kenneth.i.ming@tjjd.texas.gov.

A handwritten signature in blue ink, appearing to read "Kenneth I. Ming".

Kenneth Ming, Agency HUB Coordinator/Director of Business Operations & Contracts

Scott W. Fisher, Chairman | Mike Griffiths, Executive Director

11209 Metric Boulevard, Building H, Austin, Texas 78758 | Post Office Box 12757, Austin, Texas 78711
(Tel) 512.490.7130 | (Fax) 512.490.7717

WWW.TJJD.TEXAS.GOV